

**PAID DETAILS**

**In Effect: 12/14/2010**

**Review Date: 12/14/2010**

**I. PURPOSE**

- A. The purpose of this directive is to provide a standard procedure for overseeing, filling and operating paid details within this police department.

**II. POLICY**

- A. It is the policy of the Abington Police Department to fill details in as fair and equitable a manner as reasonably possible and to conform to the provisions of the Collective Bargaining Agreement between the Town of Abington and the Abington Police Union. The Chief of Police will work, in conjunction with the police detail coordinator, regarding the determination of any questions or issues that may occur as the result of any detail. The Chief of Police is the final authority regarding decisions relative to paid details.

**II. PROCEDURES**

**A. Notification for Paid Details and Method for Filling**

1. The Chief of Police has pre-approved all regular and reserve police officers for paid details. This may be revoked at any time by the Chief of Police, based on the needs of the Police Department or upon disciplinary issues. **{22.3.4 a}**
2. The point of contact within the agency, as determined by the Chief of Police, for the purposes of coordinating and administering the paid details, including overseeing adherence to the policies and procedures governing paid details is Police Detail Coordinator, Sergeant Robert O'Keefe. **{22.3.4 d}**
3. The Police Detail Coordinator is governed by his job description
4. All regular or special police officers who are eligible for detail work will be contacted via telephone (or in person, if present), on or about Wednesdays at 1000 hours for weekly details. If details come in unexpectedly or at unusual times, officers will be contacted as soon as reasonably possible to determine if they wish to work that detail.
5. If an officer is signed up for a detail and is unable to work the detail or shift and that reason is a legitimate one, as determined by the detail officer, it is his responsibility to notify the shift supervisor who is on duty when cancelling out of the detail. This is to ensure that a detail that was filled and now is open gets filled again in a timely fashion.
6. The detail coordinator is responsible for overseeing that details are filled in a timely and

prudent manner.

7. Officers working details are governed by their job description, department policies, procedures, rules, regulations, and orders. **{22.3.4 b}**

**B. Method of Notification:**

1. Officers will be notified for details by telephone or in person, based on a rotating list, determined by eligibility.

**C. Responsibility for Fair Distribution**

1. It is the responsibility of the Police Detail Coordinator to see that details are distributed as evenly as possible among the regular full-time officers of the department and then distributed to the Lieutenant followed by special police officers of the department with preference given to retired Abington Police Officers who have been appointed as special officers.

**D. Responsibility for Filling Details**

1. Each shift supervisor will be responsible for checking that details that needs to be filled during his shift or which begins at or soon after the end of his shift is properly filled, as determined by the detail officer. The shift supervisor may delegate this work to a subordinate but is ultimately responsible for seeing that the detail is properly filled. Determine if the opening may require a supervisor.
2. The following procedure will be used for **filling details**
  - a. Start at the top of the list of regular full-time officers and work down, filling details until completed, if still unfilled continue to the Lieutenant, then the special police officers.
  - b. If no Lieutenant, retired or special officer wants a detail notify the shift supervisor before calling out-of-town officers
  - c. Once an officer accepts a detail he is then moved down to the bottom of the rotating list.

**E. "Bumping" Special Police Officers**

1. An officer who "bumps" any another officer shall notify that other officer with at least a (4) four hour notice that he/she has been "bumped".
2. Only Special Police Officers can be bumped once he/she has been assigned the detail.

F. Definitions for Paid Details

1. Regular Officer - A sworn full-time or permanent intermittent member of the Abington Police Department.
2. Special Police Officer - An Abington Special Police Officer, sworn police officers/deputy sheriffs of another law enforcement agency, or a full-time officer of another department working a detail in Abington.
3. Bumping - The removal of a special officer who has signed up for a detail and replacing him with another who was more eligible to obtain the paid detail.
4. Detail - An extra work assignment, not including overtime or court time, that is *generally* paid for by a private entity.

G. Failure to Appear at Details

1. If an officer fails to appear for a detail he has previously accepted he will be placed at the bottom of the detail list for a period of thirty (30) days.

H. Giving Up Details After Acceptance

1. If an officer gives up a detail he has previously accepted and gives more than two (2) hours notice he is placed at the bottom of the detail list for a period of seven (7) days.
2. If an officer gives up a detail he has previously accepted and gives less than two (2) hours notice he is placed at the bottom of the detail list for a period of fourteen (14) days.

I. Meaning of being placed at the bottom of the detail list.

1. Once an officer is placed at the bottom of the detail list he is not eligible to take any outside details until every full time officer has refused to take any outside details.
2. This means that any full time officer could take as many details as he wants ahead of the penalized officer who has been placed at the bottom of the detail list. At this time the penalized officer may be offered details.
3. If all details are taken by full time officers the officer that is at the bottom of the list will not be offered any outside details at that time.

J. Outside Detail / Traffic Detail Standards

1. Officers assigned to outside details shall be attentive to their

surroundings, assisting traffic and the public as much as possible.

**2.** Once assigned to an active detail, officers shall not be seated in their vehicle.

**3.** Officers shall always face traffic and, and except to gather information about the actions of the detail, officers shall refrain from casual conversation with site workers. Officers shall not spend time watching workers who are in a hole, in a bucket truck, or in the area.

**4.** Officers shall not correspond with other people on site of a detail which cause the officer to not be attentive to the public.

**5.** If motor vehicle traffic is present in and around the detail, the officer shall direct these vehicles around the hazards with appropriate hand movements.

**6.** The officer's primary concern shall be the safety of all those around him/her and their property.

**7.** All officers shall log in with the desk officer at the beginning and end of every detail, in or out of town. The dispatcher will record this information in the attendance screens of the dispatch software.

**8.** Officers who are assigned to a detail location should patrol the entire property location on a regular basis unless specifically assigned to a location by those who hired them. If the officer feels this may hinder his ability to offer security for the whole site, this should be clearly reported to the private detail supervisor.

**9.** Officers working a private detail are still police officers and as such, should respond to all emergencies in his/her area of patrol. Officers shall enforce all laws of the Commonwealth and offer assistance to all who he/she encounters.

**10.** When assigned to a detail where it is important to keep the peace, the officer shall remain independent and impartial when dealing with both subjects/sides. The safety of all those involved and Ma. General Law shall guide the officers actions, not sympathy or empathy for one party over the other.

a. Officer shall use channel (1) on their portable radio to accomplish this.

b. Notification shall be made once the officer arrives on the detail and once he/she clears the detail. Notification should not be made in transit to/from the detail.

#### **11. Traffic Details**

a. Officers working with a TTC (Temporary Traffic Control) zone shall wear high visibility safety apparel that meets the performance requirements of the ANSI/ISEA 207-2006 publication entitled "American National Standard for High Visibility Public Safety Vests" (see Section 1A.11) or equivalent revisions and labeled as ANSI 207-2006, in lieu of ANSI/ISEA 107-2004 apparel.

b. Detail officers shall work with the construction supervisor to have a traffic zone set up and properly managed.

c. Officers shall not leave a traffic detail unattended unless a higher priority call comes in and the shift supervisor requests his/her assistance.

I. Officer shall not leave a detail while a hole is still open to the public, unless that hole is physically protected in such a manner that would prevent a vehicle or person from falling in. Just identifying the hole is not enough protection. A barrier would need to be erected.

II. If the officer was hired to direct traffic around a vehicle, and even if the workers are no longer working in the area, but the truck is still present impeding traffic the officer shall remain on scene to assist. This includes the workers on lunch time.

#### **12. Road Closures**

a. A public way may only be closed for public safety unless directed so by the Chief of Police or his designee.

b. If an officer on patrol, or assigned to a private detail, determines that there is a substantial threat to the safety of motorists or pedestrians, and by keeping the roadway open this increases the immediate threat, he may choose to close that portion of the roadway.

c. Once closed the detail officer shall immediately notify the commanding officer working the shift and he shall do the following;

- I. Notify the Abington Fire Department
- II. Notify the Abington School Department, if in session.
- III. Proceed to the scene to evaluate the public safety threat.
- IV. Ensure proper signage is erected, ROAD CLOSED / DETOUR.
- V. Evaluate the need for more detail officers to safely guide the public around the closure.
- VI. Neighboring EMS agencies are contacted and informed of the road closure for response to and from local hospitals.

d. Once the roadway is open again, the detail officer shall again contact the commanding officer who shall ensure the Abington Fire Department and school department is notified of the opening.

### **13. Uniform Appearance**

- a. Officers working a detail shall be in full department uniform with a fully equipped gun belt. This includes the department issued weapon, double magazine pouch, handcuffs, baton and pepper spray and any other equipment as issued by the department such as a taser.
- b. Officers shall be groomed and cleanly shaven.
- c. Footwear should be cleaned prior to each detail.

### **K. Supervisory Oversight**

1. The shift sergeant will oversee all paid details operating during his tour of duty.
2. Sergeant will inspect each detail during his tour of duty. It is the preferred response to do this check at the start of each tour and then once during his tour.
3. Sergeants are checking each detail for the following;

- a. All officers are present and on-time
- b. All officers are carrying the proper equipment (weapon, badge, hat, full duty belt, radio) (see above Procedures/J/12)
- c. Officers are in the proper uniform
- d. Officer are attentive to their duties and are performing them correctly
- e. Officers are conducting themselves professionally
- f. Officers are working in a safe environment.
- g. The safety of the motorists and public in and around the detail.

**L. Portable Electronic Device Use**

**1.** Officers shall refrain from the use of any personal electronic device while employed on a detail.

**2.** Officers will be allowed to carry and use a cell phone for emergency contacts only. This includes sending text messages.

a. If an officer needs to respond to a call or make a call, and it is safe to do so, the officer shall remove him/herself from public view and make a quick call.

b. If it is not safe to leave the area for a call, the detail officer shall ask for assistance from another officer to fill in for him/her while a call is placed.

**3.** Officers shall not be watching or listening to any device for entertainment purposes.